

Exam help & guidance

UK 2016

This insert provides you with additional notes to help you complete the **Exam entry form**.

The numbered sections correspond to numbered sections on the form.

You can view our regulations online at www.abrsm.org.

Contact us if you need further help and guidance (see page 4 of this insert).

1 Applicant information all applicants

The applicant is the person who submits an exam entry (by completing the entry form and making payment). It is the applicant's responsibility to pass on relevant information to the candidate/parent/guardian/teacher. The applicant is the principal point of contact and must be aged 18 or over.

Applicant number

If this is your first entry with ABRSM, leave the applicant number blank. We will allocate you a number and confirm it when we send you the exam details.

If you have forgotten your applicant number, simply fill in your name and contact details.

Title, name, degrees/diplomas

These details will appear on the certificate exactly as you give them here to show who the candidate was 'presented by'. If you wish this information to appear differently on the certificate, complete section 1a Certificate information.

There is space in the 'presented by' section of the certificate for a maximum of 40 characters, including spaces.

2 Exam information all applicants

To complete this part of the form you need to choose your entry option and when the exam will take place (see page 3).

Where

Entry options fall into two categories:

■ ABRSM centres

Exams are held at premises provided and overseen by ABRSM. See regulation 6.

■ Visits

Exams are held at a venue arranged by the applicant. There are four types: Standard Visits, Large Entry Visits, Theory Visits and Special Visits.

This option is for those entering larger numbers of candidates, for exam subjects that cannot be taken at an ABRSM centre (ie Harpsichord, Organ and Percussion), and for schools wishing to host Theory exams. See regulation 7.

When

■ Practical exams

Your exam date depends on your entry option. Some options allow you to choose your date (during or outside one of the three exam periods, A, B and C), others allow you to record preferences to help ABRSM allocate a date.

Exam dates for 2016 are given on page 3.

■ Theory exams

These are always held on specified dates/times, which are given on page 3.

2a Centre information all applicants

- **ABRSM Centre** Fill in the centre name and code.
- **Visits** Choose the centre nearest to the Visit venue.

A full list of centres and codes is given on pages 3 and 4 and online at www.abrsm.org.

2b Practical exam date preferences ABRSM centres and Standard Visits

This section is optional. We will do all we can to take your preferences into account.

Scheduling exams at ABRSM centres and Standard Visits also depends on:

- Making efficient use of each examiner's time.
- The dates when your chosen ABRSM centre is open.

We therefore ask you to ensure candidates are aware that their exam may be on any date during the exam period. See regulation 9 for information about changes of appointment.

- Select your **preferred week** from the period dates and week numbers given on page 3.
- Include a **latest available date** if your candidates cannot sit an exam after a particular date.
- Tick the **Saturdays are inconvenient** box if you prefer weekday appointments.

2c Start date Large Entry and Special Visits

As these entry options allow you to choose your exam dates, please let us know the date when you would like your exams to start.

2d Visit information all Visits

If you are applying for your candidates to be included as part of a Visit arranged by another teacher/school, please make sure the person hosting the Visit has given you permission.

3 Candidate information all applicants

Forename and surname

Give the candidate's name as they wish it to appear on the certificate. There is room for a maximum of 30 characters including spaces (we give 20 spaces each for Forename and Surname on the form to allow flexibility over how you use the 30 characters).

Grade

Candidates for Practical Grades 6, 7 and 8 must already have passed one of the following before the closing date for the practical exam:

- ABRSM: Grade 5 (or above) in Music Theory, Practical Musicianship or a solo Jazz subject. ABRSM qualifications taken in the UK can usually be verified from our records.
- Trinity College London, LCM, AMEB, UNISA: Grade 5 (or above) in Theory of Music. Please send a photocopy of the mark form or certificate.

Specific needs code

If a candidate has access needs, it is important you notify us when you submit your entry by recording the relevant code on your form. Visit www.abrsm.org for further information and requirements and to download detailed guidelines.

Date of birth

We ask for your candidate's date of birth so that we can pass on exam information in confidence to UCAS and the DfE. This allows candidates to benefit from points recommendations for UK university and college entrance (Grades 6–8) and the DfE to include all graded exams in the School and College Performance Tables. If you wish, record **A** for adult candidates.

M/F (male/female)

This information is recorded for statistical purposes and is also required for UCAS points recommendations (Grades 6–8).

NCN – National Centre Number

If you teach your candidates for a school or college please add the NCN so that we can pass on information to the DfE for inclusion in the School and College Performance Tables. This data is passed to the DfE in confidence.

ULN – Unique Learner Number

If a candidate wishes their ABRSM exam result to be added to their Personal Learner Record (PLR), please give the ULN (available from the candidate's school/college).

Quoting the date of birth, gender, NCN and ULN will aid the matching process for UCAS, DfE's School and College Performance Tables and a school's RAISE report.

4 Declaration all applicants

Data protection

We would like to keep you up-to-date with news and information about our exams and other services. If you are already an applicant, you can change your preferences at any time, online or by contacting us.

ABRSM and ABRSM Publishing will only use your details in accordance with our Privacy Policy (and will not sell them to third parties). You will find our Privacy Policy on our website www.abrsm.org

Exam dates 2016

Period	Closing dates		Exam dates			Week
	UK postal entries	UK online entries	Theory	Practical		
A	Friday 15 January	Friday 22 January	Wednesday 2 March 5pm	UK & Ireland	22 February – 24 March (excl. Wednesday 2 March) Jazz exams: 22 February – 5 March (excl. Wednesday 2 March)	Week 1 22 – 27 February Week 2 29 February – 5 March Week 3 7 – 12 March Week 4 14 – 19 March Week 5 21 – 24 March
B	Friday 29 April	Friday 6 May	Saturday 18 June 10am	Scotland & Ireland	31 May – 25 June (excluding Saturday 18 June) Jazz exams: 31 May – 11 June	Week 1 31 May – 4 June Week 2 6 – 11 June Week 3 13 – 18 June Week 4 20 – 25 June
				England & Wales	13 June – 16 July (excluding Saturday 18 June) Jazz exams: 13 – 25 June (excluding Saturday 18 June)	Week 3 13 – 18 June Week 4 20 – 25 June Week 5 27 June – 2 July Week 6 4 – 9 July Week 7 11 – 16 July
C	Friday 23 September	Friday 30 September	Tuesday 8 November 5pm	UK & Ireland	7 November – 10 December (excl. Tuesday 8 November) Jazz exams: 7 – 19 November (excl. Tuesday 8 November)	Week 1 7 – 12 November Week 2 14 – 19 November Week 3 21 – 26 November Week 4 28 November – 3 December Week 5 5 – 10 December
Special Visits	At least one month (28 days for online entries) before chosen exam date, which must be <i>outside</i> periods A, B & C		n/a	UK & Ireland	Any day(s) <i>outside</i> the dates for periods A, B & C listed above (excluding Sundays, Bank Holidays)	n/a

Exam Centres

ENGLAND

Bedfordshire Bedford B106 Leighton Buzzard L23X Luton L167	Cornwall P Bude B351 T Launceston L027 Liskeard L213 Penzance P022 St Austell S026 Truro T12X	Dorset Blandford Forum B211 Bournemouth B262 Dorchester D079 P Poole P146 Weymouth W072	Hampshire <i>continued</i> Portsmouth P09X Southampton S174 Winchester W110	Lancashire <i>continued</i> Burnley B378 Clitheroe C153 Lancaster L019 Preston P111
Berkshire Newbury N02X Reading (East) R017 P Reading (West) R116 Windsor/Maidenhead W218	Cumbria Barrow-In-Furness B068 Carlisle C056 Kendal K012 P Keswick K020 T Whitehaven W099 P Windermere W234	Durham Bishop Auckland B165 Darlington D01X Durham D15X Hartlepool H04X	Herefordshire Hereford H082	Leicestershire Leicester L051 Loughborough L132 P Melton Mowbray M171
Bristol Bristol B335	Derbyshire Buxton B416 Chesterfield C110 Derby D036 Matlock M090	Essex Brentwood/Billericay X079 Chelmsford C080 Clacton-On-Sea C145 Colchester C17X Harlow H023 Southend-On-Sea X281	Hertfordshire Bishop's Stortford B173 P Harpenden X389 Hemel Hempstead X214 Hertford X222 Hitchin H104 St Albans X273 P Stevenage S220 Watford X32X Welwyn Garden City W056	Lincolnshire Boston B254 Grantham G051 Grimsby G086 Lincoln L06X P Louth L140 Scunthorpe S069 Skegness S131 P Steaford S407 Spalding S190 Stamford S212
Buckinghamshire Aylesbury A096 P Beaconsfield B092 P Buckingham B343 P Chesham X095 P Great Missenden X044 High Wycombe H090 Milton Keynes M163	Devon P Ashburton A118 Barnstaple B05X P Bideford B149 Exeter E059 Plymouth P073 P Sidmouth S123 P Tavistock T030 P Tiverton T081 Torquay T09X	Gloucestershire Cheltenham C099 P Cirencester C137 P Forest Of Dean F088 Gloucester G035 Stroud S301	Kent Ashford A088 Canterbury C021 T Dartford D028 Dover D087 Folkestone F047 Gravesend G06X Maidstone M023 Rochester R041 Sevenoaks S085 P Sittingbourne S387 Thanet T065 Tunbridge Wells T138	London, Greater London (Central) X01X P Barnes X362 P Barnet X052 Blackheath X060 Bromley/Southborough X087 P Camberwell X46X T Crouch End X117 Croydon X125 Ealing X141 P East Ham X451
Cambridgeshire Cambridge C013 Huntingdon H147 P March M066 Peterborough P049 T Wisbech W129		Hampshire P Andover A061 Basingstoke B076 P Chandler's Ford C315 P Gosport G136 New Milton N046 Petersfield P065	Lancashire Blackburn B181 Blackpool B19X	

ENGLAND

London, Greater *continued*

P Edgware	X15X
Enfield	X168
P Finchley	X192
P Hampstead	X435
Harrow	X206
P Hounslow	X496
Ilford	X230
P Isleworth	X488
P Muswell Hill	X036
P Palmers Green	X419
P Pinner	X473
P Putney	X400
Romford	X265
P Sidcup	X397
T Streatham	X29X
P Surbiton	X443
Sutton	X303
Uxbridge	X311
T Wembley	X338
Wimbledon	X346
Woodford	X354

Manchester, Greater

Bolton	B246
Bury	B394
Manchester	M04X
Oldham	U010
Rochdale	R084
Stockport	S247
Wigan	W102
T Birkenhead	B483
Liverpool	L086
Southport	S182
T West Kirby	W226

Norfolk

P Dereham	D176
Great Yarmouth	Y016
King's Lynn	K063
Norwich	N089
Sheringham & Cromer	S107

Northamptonshire

Kettering	K039
Northampton	N070

Northumberland

T Alnwick	A045
Berwick-Upon-Tweed	B122

P Hexham	H18X
Morpeth	M147

Nottinghamshire

Mansfield	M058
Newark	N011
Nottingham Central	N151
Nottingham	N097
Worksop	W17X

Oxfordshire

P Abingdon	A126
Banbury	B017
P Finstock	F063
P Henley-On-Thames	H155
Oxford	U037
P Witney	W242
P Newport	N119
Oswestry	U029
Shrewsbury	S115

Somerset

Bath	B084
P Chard	C307
Clevedon	C323

Somerset *continued*

Minehead	M139
Taunton	T022
Wells	W03X
Weston-Super-Mare	W064
Yeovil	Y024

Staffordshire

Burton-On-Trent	B386
Cannock	C277
Lichfield	L205
Stafford	S204
Stoke-On-Trent	S263

Suffolk

Bury St Edmunds	B408
P Haverhill	H163
Ipswich	J032
Lowestoft	L159

Surrey

P Dorking	X133
Epsom	X176
Esher	X184
Frimley	F055
Godalming	G043
Guildford	G108
P Leatherhead	X249
Redhill	X257
Sunbury-On-Thames	X370
Woking	W137

Sussex (East)

Brighton	B327
Eastbourne	E016
Hastings	H058

Sussex (West)

P Bognor Regis	B238
Chichester	C129
T Crawley	C218

Sussex (West) *continued*

East Grinstead	E024
Haywards Heath	H074
Horsham	H112
Worthing	W188

Tyne & Wear

Newcastle-Upon-Tyne	N038
Sunderland	S31X

Warwickshire

Leamington Spa	L035
Nuneaton	N100
Rugby	R068
Stratford-Upon-Avon	S298
Birmingham	B157
Coventry	C20X
T Dudley	D109
P Selly Oak	S379
Solihull	S166
Stourbridge	S271
Sutton Coldfield	S328
Wolverhampton	W145

Wight, Isle of

Isle Of Wight	J059
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Wiltshire

P Calne	C293
Chippenham	C250
Devizes	D044
Salisbury	S042
Swindon	S344
Trowbridge	T111

Worcestershire

Bromsgrove	B467
Kidderminster	K047
Malvern	M031
Worcester	W161

Yorkshire (East Riding)

P Beverley	B475
Hull	H139

Yorkshire (North)

Harrogate	H031
Middlesbrough	M112
P Northallerton	N167
Richmond	R076
Scarborough	S050
Skipton	S14X
Stockton-On-Tees	S255
P Whitby	W080
York	Y032

Yorkshire (South)

Barnsley	B041
Doncaster	D060
Rotherham	R05X
Sheffield	S093

Yorkshire (West)

P Bingley	B505
Bradford	B270
Halifax	H015
Huddersfield	H120
Leeds	L043
Wakefield	W013

CHANNEL ISLANDS

Guernsey	G094
Jersey	J067

ISLE OF MAN

Isle of Man	J040
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NORTHERN IRELAND, SCOTLAND & WALES

WALES

Aberystwyth	A037
Bangor	B033
P Barry	B525
Blaenau Ffestiniog	B203
Brecon	B289
Bridgend	B297
Cardiff (Central)	C03X
P Cardiff (North)	C34X
Cardigan	C048
Carmarthen	C064
T Chepstow	C285
Colwyn Bay	C188
P Denbigh	D184
P Fishguard	F039
Haverfordwest	H066

Llanelli	L116
Merthyr Tydfil	M104
Monmouth	M155
Newport (Gwent)	N054
Newtown	N062
Pontypridd	P081
T Port Talbot	P103
P Porthcawl	P138
Pwllheli	P12X
T Rhyl	R033
Swansea	S336
P Tenby	T057
P Tredegar (Ebbw Vale)	T103
Wrexham	W196

SCOTLAND

Aberdeen	A010
Ayr	A10X
Bearsden	B513
Caithness	T073
P Dingwall	D052
Dumfries	D117
Dundee	D125
P Dunfermline	D133
Edinburgh	E032
Elgin	E040
Glasgow	G027
Greenock	G078
Helensburgh	H171
Inverness	J024
Kirkcaldy	K071

P Newton Stewart	N136
Orkney	U053
Paisley	P159
P Peebles	P174
Perth	P030
P Peterhead	P057
St Andrews	S018
Shetland	S360
Stirling	S239
T Tain	T014

NORTHERN IRELAND

Antrim	B424
Ballymoney	B432
Ballynahinch	B459
Bangor	B440
Belfast	B114
Craigavon	C242
P Dungannon	D168
T Enniskillen	E067
Londonderry	L124
P Newry	N127
Newtownabbey	C234

Contact us

We offer support throughout the exam process and are pleased to help with any enquiry. Our offices are open on weekdays from 8.30am to 5.30pm.

T +44 (0)20 7636 5400
E abrsm@abrsm.ac.uk

Where to send your entry

Please send your entry form and *cheque* payment to:

Exam entry
ABRSM
24 Portland Place
London W1B 1LU
United Kingdom

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